



# Coalway Community Infant School



## COVID-19 Risk Assessment: January 2021 Appendix

This Appendix has been produced following the introduction of the national lockdown on 4<sup>th</sup> January. From this date, Coalway Community Infant School must move to remote education for the term, but remain partially open to provide care for vulnerable children and children of key workers where they have no alternative child care.

Our COVID-19 Risk Assessment has been reviewed accordingly.

Our September 2020 Risk Assessment document still stands; Most of the risk assessment procedures and measures as detailed in our September 2020 Risk Assessment (revised in October 2020) will remain in place during the lockdown period.

However, additional measures have also been introduced to minimise further spread and transmission of the virus as much as possible, taking into account the increased transmission rate of the new variant.

The control and preventative measures identified within the 'Plan, Do, Review' cycle of our Risk Assessment remain largely in place - full details in the September Risk Assessment document. Additional measures implemented from January are listed below (listed in accordance with our Risk Assessment headings/sections for ease of reference):

### PLAN

#### Preparing the building

- COVID-19 posters/signage updated.
- School reception foyer closed.
- Floor markings (spots) placed in outdoor waiting areas as necessary to keep parents/staff apart & at 2m distance (numbers dependent)
- Floor markings (spots) placed on floors in school to keep individuals apart & at 2m distance
- Classrooms organised to maintain 2m space between seats and tables, pupils and staff.

#### Prepare Employees, Parents and Pupils

- Employees involved in planning, with any suggestions on preventative measures that can be taken incorporated into plans.
- Vulnerable employees, pupils & family identified and told not to attend school, particularly if shielding.
- Where necessary, individual risk assessments established for employees and pupils at special risk (taking account of medical advice).
- Remote education plan introduced in full. Plans and expectations shared with parents & staff and made available via website. Pupils attending school to follow the same remote learning plans as their peers during the lockdown period.
- Assessments made regarding how many employees are needed in school. The number of adults expected in school to be limited as far as possible to reduce transmission opportunities further. Staff to work from home whenever possible.
- Pupil attendance limited to children of key workers (who have no alternative child care available) & vulnerable children. Children identified in consultation with parents. Bubbles established.
- Teachers and Teaching Assistants allocated to lead a group (TA's working under the direction of the Class Teacher). Staff rota introduced to limit the number of adults on site/reduce possible transmission.
- Smaller class groups (Bubbles) identified, with no more than 8 pupils per small group to one Teacher/Teaching Assistant. Bubbles to be exclusive to those 8 children. (Size/criteria to be reviewed if capacity reached).
- Updated parental guidance given/ information posted on school website, including risk assessment Appendix. Communication to parents on the additional preventative measures being taken.
- 'Virtual' School Office established - parents informed.
- Employees fully briefed about the plans and protective measures identified in the risk assessment - Appendix given.
- Weekly staff 'check-ins' undertaken by SLT (as a minimum).
- Designated staff (Senior Leadership Team) to keep in touch with off-site workers on their working arrangements, including their welfare/mental health.

- Parent communication via telephone/MSTeams/email. External meetings on a 'virtual platform.' Parent guidance provided. Remote learning plan explained & supported.

## **DO**

### **Control Access**

- Floor markings ( as required) & signage placed outside school to indicate distancing rules (for queuing during peak drop off times).
- Employees in school reception protected by closure of the School Office to parents – virtual School Office established. Parents notified.

### **Implementing Social Distancing**

- Safe distancing of 2 metres to be adopted as far as is reasonably practicable (although it is acknowledged that this is not always possible with young children). 2m distancing to be adhered to between all adults on site.
- Reduced class sizes: maximum of 8 children in a Bubble. (Limit to be reviewed as necessary if capacity reached).
- 'Exclusive' bubbles established, with a total of 8 possible children - no additional children to be added to the mix to reduce transmissions between families.
- The same staff are assigned to each Bubble and this remains constant. Staff within a Bubble supervise children throughout the day, including at breaktimes.
- Packed lunch service only to be used for lunch time, with pupils eating in classroom bubbles, in their designated classroom.
- Classrooms & seating reorganised to ensure pupils sit at same table/in same area each day.
- Tables to be spaced as far apart as possible, with a minimum of 2m spacing.
- Office and staff room occupancy limited. One adult max. in Office spaces. Additional staff rooms established & timetabled for each bubble, ensuring 2m separation.

### **Implementing Infection Control Measures**

- Increased natural ventilation & regular 'refreshing'/changing of fresh air within bubble spaces (opening windows/doors). Regular outdoor breaks/outdoor learning opportunities also timetabled each day.
- Personal resources to be provided per individual child on their table to avoid sharing of materials.
- Staff to wear a face covering or face mask in school if preferred. All staff to wear face coverings when moving around the building/using shared spaces such as staff rooms. Staff to explain use of masks to children.
- When in school, staff to communicate via MSTeams rather than enter bubbles/stand at bubble doorways to avoid unnecessary movement/mixing/transmission opportunities. Communication with Office to be via MSTeams. Teams to be left on throughout the school day for immediate access.
- Staff procedures agreed should someone become unwell whilst attending school (procedures revised due to limited staffing availability each day). Staff support/signposting procedures established. Full guidance & PPE accessible, isolation procedures agreed, cleaning materials in place. Adults identified within daily timetable to provide support as necessary. (First Aid support the same).
- Staff testing (using lateral flow devices) will be offered to staff as this becomes available via the DfE. Tests will be completed at home twice-weekly and reported to Admin & NHS.

## **REVIEW**

### **Communicate and Review Arrangements**

- Consultation with employees re. risk assessment. Risk assessment published on school website and given to staff.